

**NORTHERN INDIANA PUBLIC SERVICE COMPANY**

**Job Description**

**Micrographic Archive Clerk**

**Corporate Headquarters**

**General Accounting Department**

A. Duties:

Under immediate supervision, microfilm, index and maintain designated Corporate records and documents.

Perform duties such as:

1. Operate microfilm camera and printer; review microfilm images for clarity; prepare and distribute reproduced images to requesting departments.
2. Review accuracy of index data received from the indexing system; add, change or delete index information as necessary.
3. File, index and maintain logs and distribution records for computer output microfiche.
4. Review and resolve errors on daily reports.
5. Batch groups of documents received from various departments and complete batch control form.
6. Receive and relay messages.
7. Maintain neat and orderly records and files.
8. Perform duties in accordance with the Company's procedures, practices and safety rules.
9. Report irregularities and abnormal conditions.
10. Direct the work of one or two employees assigned to assist.
11. Assist in the training of other employees.

12. Perform similar or less skilled work in this classification or, when the diversity of work load requires, perform similar or less skilled work in equal or lower classifications.

B. Qualifications:

Meet the Company's requirements as to General Qualifications, and meet the following:

1. High school education or the equivalent.
2. Have the ability to operate a microfilm camera, microfilm reader, microfilm printer, teleprocessing terminal, typewriter, adding machine, calculator and other reproduction and filing equipment.

Approved by the Company and Union  
October 29, 1985

Job No. 1321